

REPORT SURVEY		1. DATE OF SURVEY 7 November 1955		2. TYPE OF REPORT	
3. PERSON TO CONTACT REGARDING REPORT		NAME 25X1A9a		<input type="checkbox"/> REQUIRED <input checked="" type="checkbox"/> PREPARED	
		COMPONENT General Counsel		ROOM NO. AND BLDG. 221 East	
4. REPORT TITLE Reports of Field Trips		PHONE 712			
5. AUTHORITIES OR DIRECTIVES REQUIRING THIS REPORT # 1-110-5					
6. REPORTING FREQUENCY (Daily, weekly, monthly, as situations occur, etc.) After all trips within U. S. and abroad			7. REPORT FORMAT (Form no., memorandum, machine tabulation, etc.) Memorandum		
8. DATE REPORT IS DUE within 5 working days after return to headquarters			9. NUMBER OF REPORTS RECEIVED/PREPARED ANNUALLY IF REPORT IS A "SITUATION" REPORT		
10. OFFICES OR ACTIVITIES REQUIRED TO SUBMIT THIS REPORT			11. DISTRIBUTION OF THIS REPORT ORIGINAL: DCI COPIES: DD/S General Counsel		
12. ESTIMATE OF THE NUMBER OF MAN HOURS REQUIRED TO PREPARE THIS REPORT ONE TIME. INCLUDE MAN HOURS REQUIRED AT ALL LEVELS TO MAINTAIN RECORDS, COLLECT DATA, PREPARE FEEDER REPORTS, AND COMPILE THE FINAL REPORT.					8 hours
13. COMPLETE THE FOLLOWING AS APPROPRIATE TO EITHER A "REQUIRED" OR "PREPARED" REPORT, OR BOTH, USING SPACE 14 IF NECESSARY.					YES NO
A. DOES THIS REPORT DUPLICATE IN WHOLE OR IN PART ANY OTHER REPORT? IF SO PLEASE EXPLAIN.					
B. IS THE INFORMATION REPORTED IN MORE DETAIL, SUBMITTED MORE FREQUENTLY, OR GIVEN WIDER DISTRIBUTION THAN IS CONSIDERED NECESSARY TO SERVE THE PURPOSES FOR WHICH THE REPORT WAS ESTABLISHED?					X
C. IS THIS REPORT THE RESULT OF AN ADMINISTRATIVE OR PROCEDURAL PROBLEM WHICH SHOULD BE CORRECTED RATHER THAN REPORTED ON?					X
D. COULD THE PURPOSES OF THIS REPORT BE SERVED BY DIRECT SUPERVISION OR INSPECTION, OR BY BRIEFINGS, STAFF MEETINGS, ETC.?					X
E. HAS OFFICE ROUTINE EVER BEEN DISRUPTED OR HAS OVERTIME EVER BEEN REQUIRED TO MEET THE SUBMISSION DATE FOR THIS REPORT?					X
F. DO YOU RECOMMEND THAT THE FORM OR FORMAT OF THIS REPORT BE REVISED WITH RESPECT TO:					
(1) SPACING?					
(2) WEIGHT OF PAPER?					
(3) POSSIBLE ELIMINATION OF TRANSMITTAL CORRESPONDENCE?					X
G. IF THE REPORT IS REPRODUCED BY MIMEDGRAPH, OTTO, MULTILITH, ETC., DO YOU RECOMMEND THE PROCUREMENT OF REPRODUCIBLE MASTERS WITH HEADINGS, LINES, ETC. PREPRINTED THEREON TO EXPEDITE PREPARATION OF THE REPORT?					NA
H. WOULD YOUR OFFICE DISCONTINUE:					
(1) MAINTAINING					
(2) COMPILING					X
THE DATA BEING SUBMITTED IN THIS REPORT IS THE REQUIREMENT FOR ITS SUBMISSION HERE RECORDED					

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14. REMARKS (If you require this report, briefly state its purpose and fully justify its continuance. State any contemplated action for continuing the report. Consider changes in the report was established. If you prepare this report, furnish a general opinion of its value. Cite any evidence or lack of evidence that the report is worth its cost. Recommend any improvements, including methods for preparing and submitting the report.)

☐ CONTINUED ON SEPARATE SHEET

REVIEW BY CHIEF OF COMPONENT

RECOMMENDATIONS

☐ CONTINUED ON SEPARATE SHEET

DATE

7 Nov 1955

TITLE

LAWRENCE R. HOUSTON
General Counsel

SIGNATURE

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